



Syllabus for CST 110: Introduction to Communication

Karen C. Newtzie, Ph.D., Professor
Spring, 2011

Course Description

Examines the elements affecting communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level.

Course Credit

Three Semester Hours

Learning Objectives

- Upon completion of this course, students will be able to:
- Understand and describe concepts and principles that define various areas of communication.
- Identify and employ techniques to effectively communicate in interpersonal relationships for paired and small group communication.
- Demonstrate an understanding and respect for cultural and social diversity.
- Report increased self-confidence.
- Employ listening and responding skills.
- Research, organize, structure, and deliver a variety of oral presentations.

Methods of Instruction

- Students will learn and demonstrate effective communication skills and speechmaking through a hybrid (online and face-to-face) and/or interactive video delivery. Students must have access to the World Wide Web and the RCC Blackboard Classroom.
- Students are required to attend regular classes and participate on a weekly basis in Blackboard. Students will participate in individual and group activities, discussions, and deliver speeches for successful completion of the course.

Other methods include:

- Lectures and notes prepared from chapter material, face to face and online class discussion, and demonstrations of problem solving techniques and student problem-solving.
- Collaborative exercises from selected chapters, case studies, and projects.
- Interaction with students and instructor face to face and in the Blackboard classroom.
- Important concepts are outlined at the beginning and summarized at the end of each chapter. The student should understand and be able to elaborate on these concepts based on lecture, text, and supplementary information. Text material includes all readings,

photos, graphs, and tables. Key terms are defined for each chapter – the student should be familiar with the spelling, definition, and usage of these terms.

- The student is expected to keep up with his/her course work, and, if necessary, consult with the instructor as needed during office hours for additional help.

Instructional Materials

THINK: Communication. Engleberg and Wynn (2011). ISBN-13: 9780205766499.

Additional materials may be provided by the instructor during class and/or placed on reserve in the library.

Instructor Availability

- Office: Warsaw Campus Room 133-A.
- Office Hours are Monday, Tuesday, and Thursday 11:00am - 12:00pm, or by appointment. I am also available for online office hours-TBA.
- Phone/Voice 804-333-6772, or by calling the main switchboard, 804-333-6700, or (800) 836-9381.
- E-mail address knewtzie@rappahannock.edu

Meeting Days/Times

Fridays, 10:50 am-12:20 pm. Weekly coursework to be completed online. Occasional online meetings with the class.

Student Conduct: Students are expected to maintain a classroom decorum that is courteous, professional, and conducive to the educational process. Talking during lectures, the use of cell phones (texting or voice) and pagers, eating, drinking, and general disruptions that degrade the classroom learning environment will not be tolerated. Consequences for behavioral infractions may include warnings, reduction of final grade points, or dismissal from class if disruptions persist.

Academic Integrity: Cheating, dishonesty, and plagiarism are examples of breaches of academic integrity and will not be tolerated. Consequences for violations will range from awarding a lower or failing grade for an exam or the course by the instructor to dismissal from the college by the president. Student conduct and disciplinary procedures are addressed in the Student Handbook.

Honor Code: Rappahannock Community College has an Honor System whose purpose is to strengthen the student's foundations for academic achievement by establishing guidelines for personal conduct. It is the responsibility of students to be aware of the rules (refer to the Student Handbook), and to monitor the activities of their peers with respect to the Honor Code and report any violations thereof.

Attendance Policy: Attendance is required in all courses at Rappahannock Community College. Students will automatically begin to lose attendance points after missing one class for any reason. Points will also be deducted for habitually arriving late/leaving early, not participating in assignments and discussions, and displaying a general disinterest in the course such as sleeping in class or attending class without the appropriate materials, i.e. pencils/pens and required texts or class materials.

Withdrawal Policy

Faculty Reporting of No Shows and Withdrawal for Nonattendance: Students who are registered for a course but do not attend or make contact with the instructor during the drop/add period must be reported to the Admissions and Records Office. The “no show” students will be dropped from the course roster by the Admissions and Records Office.

Up until the withdrawal date for the semester, students who stop attending a course, miss more than 20 percent of the class, or fail to maintain contact with the instructor must be withdrawn by the course instructor.

Student Withdrawal from a Course: A student may withdraw from a course without academic penalty within the first nine weeks after the beginning of a semester and receive a grade of “W.” For withdrawals after nine weeks, the student will receive a grade of “F” except under mitigating unavoidable circumstances which must be documented.

Basis for Evaluation and Revision of Course: Students will be provided with an anonymous survey questionnaire at the end of the course that will ask each student to evaluate the instructor and the course and make comments and suggestions. Survey results will be used to revise and improve the course.

Emergency Evacuation Plan: In each classroom, laboratory or other places where students are assembled for the purpose of instruction, a fire evacuation plan will be posted indicating the direction of travel from the room in the event it becomes necessary to evacuate the building as a result of fire or other emergency. This plan will be posted in a conspicuous place near the exit from the room.

Whenever the fire alarm sounds, the building will be evacuated. The instructor will ensure the fire door is closed upon leaving the area (doors with automatic closures on them). Instructors are also responsible for assisting disabled students. If a classroom does not have an evacuation plan posted, the student or instructor should notify the academic dean.

Special Request: It is important to RCC that all students have a learning environment that is conducive to their needs. Therefore, any student who feels that they may need some type of accommodation in order to make this class a successful setting, should go to the Counseling Office on either campus for information about applying for services and accommodations. You will need to provide current documentation of your disability and recommended accommodation for that disability. For additional information refer to “Student Services” on the RCC website and look for “Students with Disabilities.”

College Closing Information: The College will be open unless an official closing is announced. If it is necessary to cancel or delay the opening of the college, the decision will be announced over radio and television stations serving the college region and will be posted at the college website. Students who registered for RCC Alert will be sent a text message to their mobile devices. See the college Web site for further information on registering for this service.

Grading and Evaluation:

Class Participation—	300 points (20 points per class session)
Chapter Quizzes--	200 points (20 points per quiz)
Blackboard Discussion Board Essays--	300 points
Speeches--	<u>200 points</u>
Total	1000 points

Grade Ranges: 900-1000 points (A), 800-899 points (B), 700-799 (C), 650-699 (D), <650 (F).

Blackboard discussions must be submitted no later than one week following the stated deadlines. Quizzes must be taken during the week the chapters are assigned. Speeches must be given on the day assigned.

You, the presenter, can be just as emotional as your feelings impel you to be as long as there is a solid core of conviction at the center of what you're saying.

Ron Hoff

7 Ways to Be a Great Speaker

by Jim M. Allen

1. Be Yourself

It's great to watch other successful speakers, to see what they do and how they do it. To be a great speaker in your own right requires you to develop your own style, to speak using your own voice. Be yourself when you speak and you can't help but be successful.

2. Be Bold

You might think that it takes boldness just to stand up and start talking, and it does, but there are plenty of speakers out there who come across like timid mice. Be bold as a speaker, confident in your abilities. Practice every day, give speeches whenever you can.

3. Be different

Successful speakers aren't like everybody else. There's something that sets them apart. Makes them stand out. They're the speakers who do more than just stand in the front of the room and talk at you.

4. Be funny

Successful speakers know how to be funny, that is: they know when and where to use humor in their presentations... and they aren't afraid to do so.

5. Be engaging

Listening to a speech is, for most people, a passive activity. Successful speakers involve their audiences and converse with them so that it's a conversation, not a talking-to.

6. Be positive

No matter what the subject, successful speakers are always positive with their audiences. They help their audiences learn what to do as opposed to what NOT to do. They focus on the upside, not the downside.

7. Be challenging.

Lastly, great speakers always challenge their audiences to do great things. And again, it doesn't matter what the subject. A successful speaker gives you the know-how and the challenge to make your life more enjoyable and more rewarding every day.

Jim Allen is a professional life coach, speaker, and writer. Jim Allen & CoachJim.com